

DEPARTMENT OF THE NAVY  
Office of the Secretary  
Washington, D.C. 20350-1000

SECNAVINST 2305.11A  
OP-094  
17 January 1986

SECNAV INSTRUCTION 2305.11A

From: Secretary of the Navy  
To: All Ships and Stations

Subj: USE OF DEPARTMENT OF DEFENSE (DOD)  
TELEPHONES

Ref: (a) SECNAVINST 5370.2H

R) 1. **Purpose.** To revise policy on the use of DOD telephones within the Department of the Navy (DON) and to assign authority for their control.

A) 2. **Cancellation.** SECNAV Instruction 2305.11.

3. **Policy**

a. Reference (a) prohibits all DON military and civilian personnel from using Government facilities and property except for officially approved activities. Accordingly, DOD telephone equipment may be used only for officially approved business.

R) b. Responsibility for the proper use of DOD telephone facilities resides with commander at each level of command and heads of activities or offices within the DON, as appropriate.

R) c. Use of DOD telephones for other than official business may be authorized by the CNO, or the CMC as appropriate, when considered to be in the best interests of the DON and when use of commercial telephone service is impracticable. Authorization may be granted for special occasions by individual commanders or heads of activities or offices within the DON.

A) d. Although communications required for command control of naval forces are provided normally in official facilities appropriately equipped and manned, the requirement for timely involvement of key personnel necessitates the providing of official telephone service in quarters. Installation and use of government telephones in quarters shall be restricted to the absolute minimum required to command and control the operating forces of the DON. The following minimum conditions must be met:

(1) Service can be provided by a direct line from either the activity telephone exchange or from tactical switchboards.

(2) Service will not have direct-dial access to the commercial exchange system. Commercial telephone exchange service will be through the local switchboard operator. (A)

(3) Access to Government telephone service, such as AUTOVON, may be provided on a direct-dial basis. (A)

(4) Service will be restricted to the conduct of Government official business for command and control of operating forces of the DON. (A)

(5) Personnel selected for official telephone service in their quarters must provide at their own expense separate telephone service for the conduct of personal unofficial business. The separate service will be provided at their own expense from the local commercial exchange or may be provided from Government furnished class "B" service, whichever is authorized for local use. (A)

(6) Personnel designated as "key personnel" do not warrant official telephone service unless their functional position assignments have been designated as requiring immediate communications responsiveness for command and control of forces under crisis situations and Defense Condition (DEFCON) alerts. Key personnel whose duties do not require immediate response or do not have direct bearing on the timely execution of these critical actions are not authorized official telephone service in their quarters. (A)

4. **Action**

a. The CNO, or CMC as appropriate, shall provide guidance and direct specific actions of activities under their command to limit the unauthorized, unofficial use of DOD telephone facilities. (R)

b. The CNO, or CMC as appropriate, shall approve the installation and use of official telephone service installed in quarters. Fleet Commanders in Chief will designate which persons occupy key official positions, (A)

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request approval to provide and administer the installation of official telephone service in quarters.

- A) c.** Commanders of activities providing telephone service will review switchboard operating practices and procedures periodically to ensure that the service is adminis-

tered appropriately and that it is commensurate with user requirements.

**EVERETT PYATT**  
Assistant Secretary of the Navy  
(Shipbuilding and Logistics)

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